

# SOS

*Your logo here*

## Shop Operating System WORKBOOK

Quarterly Meeting **Q\* YEAR**  
**Month, day, Year**

**NAME:**

# Q\* *YEAR* AGENDA

00:00 – 00:15	Welcome & Shout Out	President/Coach
00:15 – 00:30	President Quarterly Update	President
00:30 – 00:50	Review Last Month's Rocks	Coach/Facilitator
00:50 – 1:05	Review Last Quarter's Rocks	Coach/Facilitator
1:05 – 1:15	BREAK	
1:15 – 1:35	Set Quarterly Rocks	Coach/Facilitator
1:35 – 2:25	Set Monthly Rocks	Coach/Facilitator
2:25 – 2:35	BREAK	
2:35 – 2:50	Parking Lot/Open Discussion	Coach/President
2:50 – 3:00	Wrap Up	

# ***YOUR COMPANY* VISION**

<b>BHAG/THE END GOAL</b>	<b>CORE PURPOSE</b>
<b>THE 3 YEAR PLAN</b>	<b>CORE VALUES</b>
<b>1.</b>  <b>2.</b>  <b>3.</b>  4.  5.	<b>1.</b>  <b>2.</b>  <b>3.</b>  4.  5.

# STRUCTURE

ONE YEAR PLAN	
1.	
2.	
3.	
4.	
5.	

## NOTES

# STRUCTURE

## Q\* YEAR ROCKS

OWNER	ROCK	STATUS

## NOTES

# STRUCTURE

<i>(last)</i> <b>MONTH YEAR</b> ROCKS			
WHO MANAGER	#	ROCK	STATUS
	1		
	2		
	3		
	#	ROCK	STATUS
	1		
	2		
	3		

*(last)* **MONTH YEAR ROCKS**

WHO MANAGER	#	ROCK	STATUS
	1		
	2		
	3		

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	#	ROCK	STATUS
	1		
	2		
	3		

*(last)* **MONTH YEAR ROCKS**

<b>WHO MANAGER</b>	<b>#</b>	<b>ROCK</b>	<b>STATUS</b>
	1		
	2		
	3		
	<b>#</b>	<b>ROCK</b>	<b>STATUS</b>
	1		
	2		
	3		



*(last)* **MONTH YEAR ROCKS**

<b>WHO MANAGER</b>	<b>#</b>	<b>ROCK</b>	<b>STATUS</b>
	1		
	2		
	3		
	<b>#</b>	<b>ROCK</b>	<b>STATUS</b>
	1		
	2		
	3		

# STRUCTURE

<i>(next)</i> <b>Q* YEAR ROCKS</b>		
OWNER	ROCK	DUE DATE

<i>(next)</i> <b>MONTH YEAR ROCKS</b>			
WHO	#	ROCK	DUE DATE
ME	1		
ME	2		
ME	3		